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Publications Review Board

"Helping You Honor the Oath"

(U) New Training Course – Resume Writing: Making It Work for You & Prepublication Review

Posted on **January 21, 2016**

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(U//~~FOUO~~) The PRB staff often get many questions about how to write unclassified resumes that will easily pass through prepublication review. Many officers aren't sure where to start, or haven't written a resume in several years and aren't sure how to write one. Although the PRB is charged solely with reviewing documents to protect classified information per AR 13-10, we recognize the difficulties that many officers face during this process. To assist with these challenges, the PRB has partnered with the

to create a new training course: "Resume Writing: Making It Work for You & Prepublication Review".

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(U//~~FOUO~~) In the course, officers will learn expert resume strategies that will position them as competitive candidates for positions both inside and outside the Agency, including various types of resumes and how to craft language that clearly and succinctly highlights their skills and accomplishments. PRB staff will also be present to answer any questions and to provide guidance on successfully navigating the resume review process.

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3/27/2017

(U//~~FOUO~~) Register for one of the upcoming course offerings listed below via MyTraining using course code . Please use the ADVANCED SEARCH option when searching by course code in MyTraining.

~~1/27/2016~~ (Wednesday) 0830-1530

New! – 2/11/2016 (Thursday) 0830-1530

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3/17/2016 (Thursday) 0830-1530

7/22/2016 (Friday) 0830-1530

9/15/2016 (Thursday) 0830-1530

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